



"People
helping people
help
themselves"

Mitchell E. Daniels, Jr., Governor
State of Indiana

DIVISION OF DISABILITY & REHABILITATIVE SERVICES
402 W. Washington Street, P.O. Box 7083
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To: Providers and Individuals/Organizations Interested in Becoming
a BDDS Service Provider

From: Arnetta Jackson, Director of Provider Relations Division of Disability & Rehabilitative
Services, Bureau of Developmental Disabilities Services

Date: July 28, 2009

Event: **BDDS New Provider Orientation**

The Division of Disability & Rehabilitative Services (DDRS) invites individuals and agencies interested in becoming certified as a provider for the Bureau of Developmental Disabilities Service (BDDS) to attend the next New Provider Orientation at the Indiana Government Center Complex (IGC) in downtown Indianapolis.

Event Date: Tuesday, September 1, 2009

Registration: 8:30 a.m. (Valid Driver's License, State Issued Photo ID, or US Passport Required)

Orientation: 9:00 a.m. to 4:00 p.m.

Location: Indiana Government Center South, Auditorium (1st Floor)
402 W. Washington St., Indianapolis, IN 46207

Parking: Parking is available nearby at the Eiteljorg Museum garage (\$10+/day), The Marriott (\$19+/day) and various Circle Centre Mall garages (\$12+ for 6-12 hours).
Parking fees listed as a courtesy and are subject to change.

Entrance: Public entrance to Indiana Government Center South, 302 W. Washington St.



Approval for the Following BDDS Services:

Adult Day Service, Adult Foster Care, Behavioral Support Services, Community Transition Services, Day Services, Environmental Modifications, Family and Caregiver Training Services, Music Therapy, Occupational Therapy Services, Personal Emergency Response System Supports, Physical Therapy Services, Recreational Therapy Services, Rent and Food for Unrelated Live-in Caregiver Supports, Residential Habilitation and Support Services, Respite Services, Specialized Medical Equipment and Supplies, Speech-Language Therapy Services and Therapy Services.

Reservations Are Required:

Seating is limited to two (2) persons per agency/organization. Reservations must be made online at <https://ddrsprovider.fssa.in.gov/Events/Default.aspx>.

To register for this event:

1. Click on BDDS New Provider Orientation
2. Click Event List on the left navigation bar
3. Click Register and fill out all fields of the registration form
(Please note that ALL fields are required.)

Please Note: As of January 1, 2009 all Day Services, formerly known collectively as 'DAYS', consists of Community Habilitation (Individual), Community Habilitation (Group), Facility Habilitation (Individual), Facility Habilitation (Group), Pre-Vocational Services, and Supported Employment Follow-Along.

- Providers of these services prior to Annual Plan resume their previous approval status.
- Providers approved for 'DAYS' under Annual Plan (November 2005 to December 2008) must request approval for each service individually.

This orientation session is only for those wishing to become a BDDS new provider. If you are currently approved as a BDDS provider and are interested in adding specific day services, please contact provider relations by E-mail at: BDDSPROVIDER@FSSA.IN.GOV. Providers wishing to add services are required to submit such requests during the enrollment timeframe. Services cannot be added at any other time.

Access to IGC North and South:

The public entrance to IGC South is located at 302 W. Washington St. Plan to arrive a few minutes early to allow time to pass through security. Building visitors are required to pass through metal detectors, and all bags and packages are x-rayed and may be subject to further inspection. Those with pacemakers, defibrillators or other medical devices need to notify the Capitol Police officers staffing the entrance so that a search can be conducted with a hand-held metal detector.

BDDS Provider 101 Test

BDDS Provider 101 is a mandatory test that every prospective provider must pass (with a minimum score of 80%) to receive approval to submit a BDDS New Provider proposal. We will offer this test at the end of the BDDS New Provider Orientation and strongly encourage attendees to take the test at this time. While not required, applicants choosing not to test at the orientation, and those who do not pass the test that day, must contact Provider Relations to schedule a time to test or re-test.

Please know that not passing the test will not count against you. You will increase your knowledge and be better prepared if you study the suggested materials linked below prior to attending the orientation.

Downloadable Resources for BDDS Provider 101 Test:

- 1) [BDDS New Provider Certification Flow Chart](#) (PDF)
- 2) [Home & Community Based Waiver Service Manual](#) (PDF)
- 3) [RHS Rates, Definitions and FAQ](#) (PDF)
- 4) [IAC 460 Rule 6](#) (PDF)

This information can be retrieved from the BDDS New Provider Enrollment Process web pages at: <http://www.in.gov/fssa/ddrs/2644.htm>

2009 Orientation Sessions:

BDDS New Provider Orientations are offered quarterly. In addition to September 1, 2009, an upcoming session is tentatively scheduled for December 1, 2009. Please check our website and bulletin listings for updates to the orientation schedule: <http://www.in.gov/fssa/ddrs/3350.htm>.

Thank you.

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